



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DODDITTE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDREG11INST 11200.2

N41C
31 JAN 93

COMNAVRESREDREG ELEVEN INSTRUCTION 11200.2

Subj: ADMINISTRATION AND MANAGEMENT OF GENERAL SERVICES
ADMINISTRATION (GSA) LEASED VEHICLES

Ref: (a) General Services Administration Greater Southwest and
Rocky Mountain Regional Bulletin FPMR 7-G-199
(1 Oct 99) Transportation and Motor Vehicles

1. Purpose. To provide standard procedures and reporting requirements for the centralized management, control, and operation of GSA Leased Vehicles assigned to activities within REDCOM 11.

2. Scope. These procedures apply to all vehicles assigned to REDCOM 11, and to all personnel, both military and civilian, who manage, operate, and maintain GSA Leased vehicles.

3. Discussion. This instruction designates control of GSA leased vehicle allowances and assignment at the REDCOM 11 level, and establishes guidelines for the management, control, and operation of GSA leased vehicle allowances.

4. Action

a. REDCOM 11 Director of Logistics (N4) is designated as Transportation Officer for the region, and will:

(1) Monitor vehicle usage region-wide.

(2) Approve/disapprove any changes to number or type of vehicles assigned to activities in the region.

b. Reserve Center Commanding Officers will:

(1) Accept custody of assigned vehicles and ensure compliance with the provisions of this instruction and reference (a).

(2) Designate a GSA leased vehicle coordinator, ensuring that the provisions of this instruction and reference (a) are met.

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(3) Report GSA vehicle custody for verification via Email or fax to N4IC not later than 5 January, 5 April, 5 July, and 5 October; to include:

- (a) Vehicle license plate number
- (b) Vehicle year, make, and model
- (c) Current vehicle mileage

(4) Enter mileage for each vehicle assigned not later than the 21st of each month via the internet using GSA's Mileage Express web site <https://feds.fss.gsa.gov/scripts/ihpsmain.dll?fms>. Customer versions of the Mileage Express User's Guide may be obtained from the GSA Fleet Management Center that services your activity.

(5) Obtain REDCOM 11 N4 approval prior to changing number or type of vehicles assigned.

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